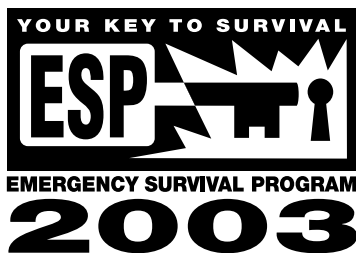


# ESP FOCUS

## Understand the Threat



## Knowledge is Power

As shown in the 1990s, emergencies and disasters can occur at any time in California. Although flooding and wildfires usually occur during specific times of the year, scientists and emergency officials cannot predict or prevent every one of them.

Emergency officials and the public can reduce the physical and emotional impacts of these and other emergencies by knowing the hazards their community faces and taking steps to prepare for them.

## Floods

Flooding and winter storms pose one of the biggest threats throughout the state.

From 1974 through 1998, flooding and winter storms claimed the lives of 103 Californians, injured approximately 600 others and caused more than \$61 billion in property losses. Winter storms in 1995 and 1997 alone combined to cause 36 deaths and more than \$3 billion in property losses.

During the El Niño storms of 1998, several cities, including Santa Barbara and Ventura, received record rainfall.

Californians can reduce their risk of death, injury and property losses by clearing debris and overgrowth from drains and rain gutters on their property prior to rainy weather, avoiding unnecessary trips and staying away from live electrical equipment in wet areas.

## Wildfires

It's no secret that California's warm, dry climate makes the Golden State vulnerable to wildfires.

Almost 10 years ago, California suffered one of the worst fire years in its history. Twenty-one separate wildfires raged in Los Angeles, Orange, Riverside, San Bernardino, San Diego and Ventura counties between October 26 and November 7. The blazes caused four deaths and 162 injuries. They also destroyed more than 1,200 structures and burned almost 200,000 acres.

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# JANUARY

To bring the blazes under control and prevent additional losses, more than 15,000 firefighters from around the state were deployed in the largest mutual aid call-out in California history.

Last year, more than 7,500 wildfires struck California, burning more than 491,000 acres.

Residents of foothill and mountain communities can reduce their risk of suffering a devastating fire by creating a "defensible space" around their homes, developing a family evacuation plan, installing smoke detectors and learning how to prevent small fires from becoming larger ones with a fire extinguisher.

## Earthquakes

Thousands of earthquakes occur in Southern California each year. Most are too small for people to feel, and only a few are large enough to hurt people or cause damage. The Northridge earthquake and others in the last 20 years caused significant losses of life and property. Scientists believe larger earthquakes are possible in the future.

Earthquakes are caused by sudden movement on faults. A fault is a thin boundary between two blocks of the earth's crust. There are more than 200 faults in Southern California that can cause earthquakes large enough to cause major damage. When earthquakes occur, the shaking is usually most intense near the fault but can be strong further away too. So any area in the southern part of California can be shaken strongly by earthquakes.

Californians can reduce their risk of death, injury and property losses in future earthquakes by bolting their houses to their foundations, securing tall pieces of furniture to wall studs and securing computers, stereos and other valuables that could break or cause injury if they fall.

## Hazardous Materials Spills

Chemicals are a part of every day life in modern America. Each has the potential to improve the quality of life if it's handled, used and disposed properly. Each also can cause health and environmental problems if it's handled, used or disposed improperly or an accident occurs while it's being transported.

Major transportation routes are one of the most common sites of hazardous materials spills.

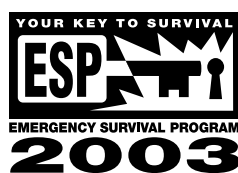
In 1992, the Seacliff train derailment closed Highway 101, cutting off the main access from Ventura to Santa Barbara, and forced the evacuation of more than 300 residents of Seacliff, La Conchita and Mussel Shoals for six days.

Four years later, a five-car train carrying dangerous chemicals derailed in San Bernardino County's Cajon Pass and caught fire. About 100 patrons of two nearby gas stations, a motel and a restaurant were voluntarily evacuated.

Hazardous materials aren't restricted to the highway, local refinery or manufacturing firm. Motor oil, paint, pool chemicals and other common household products could make your home the site of a hazardous materials incident.

Californians can avoid creating their own hazardous materials problems by using alternative cleaning products, storing household chemicals properly and utilizing the **LIES** concept:

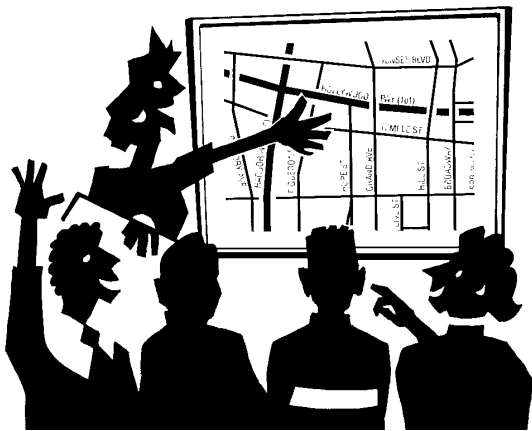
- ☐ **L**imit the amount of materials stored.
- ☐ **I**solate products in enclosed cabinets and keep containers tightly covered.
- ☐ **E**liminate unused or unneeded supplies.
- ☐ **S**eparate incompatible materials.



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# ESP FOCUS

## Conduct a Meeting



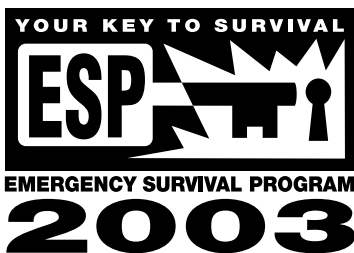
## Now is the Time to Start

The beginning of the new year is a good time to begin your preparedness effort. Start today by organizing a meeting with neighbors, co-workers and school officials.

Because floods, fires, earthquakes and other emergencies present us with more challenges to solve in a fast-paced world, we need to work with our neighbors, co-workers and school officials to prepare for emergencies.

Most cities and counties in California have their own emergency agency. Your local emergency agency is responsible for developing emergency plans of your city or county, as well as the coordination of its preparedness, response and recovery efforts.

The reverse side of this ESP Focus sheet provides tips on conducting an organizational meeting to discuss your emergency plan.



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F E B R U A R Y

## Identify Interested Persons

After you've called your local emergency agency, find people who might be interested in helping. There are many possible participants within each group. Use the table below as a guide for identifying members of Planning Committees.

Neighborhood	Business	School
Neighbors	Owner	Principal
Community Leaders	Risk Manager	Risk Manager
Business Owners	Personnel Officer	Faculty Members
Fire Department	Dept. Managers	Staff
Police Department	Facility Coordinator	Parents
Healthcare Providers	Fire Department	Fire Department
American Red Cross	Employees	Police Department
	Police Department	Students

Members of the Planning Committee should get together before the first meeting to set goals for your emergency preparedness and response program.

## Prepare an Agenda and Goals

Plan your meeting after you've spoken to people who might be interested. Organize the meeting by developing goals and setting an agenda. Some of the goals of your first meeting may be to:

- ☐ Discuss emergency threats.
- ☐ Stress the need to prepare.
- ☐ Inventory supplies, equipment and tools.
- ☐ Assess the skills of interested persons.
- ☐ Determine dates and times for future meetings.

## Contact Others

Invite others who share your interest to participate in your preparedness efforts. You can use the following script to explain the importance of emergency preparedness and response, what you hope to accomplish and how they can assist in making the group's effort successful.

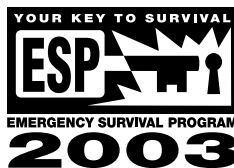
Hello, my name is \_\_\_\_\_. I recently learned that we might be on our own for 72 hours or more after a major earthquake or another disaster. I think we need to be better prepared. We're holding a meeting at \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_.  
TIME  
DATE LOCATION  
 Are you interested? My telephone number is: \_\_\_\_\_.

## Discuss Local Hazards

Invite someone from your local emergency agency, fire department, law enforcement agency or local chapter of the American Red Cross to talk about the hazards that threaten your area and what you can do to be prepared.

## Identify Skills and Supplies

Distribute a questionnaire to identify each person's skills, as well as the equipment, supplies and other resources available. After the meeting, the Planning Committee should review the completed questionnaires and assign people to sections within their emergency response team.



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# ESP FOCUS

## Inventory Resources



## Identifying Resources Now Will Help Your Team Prepare to Respond

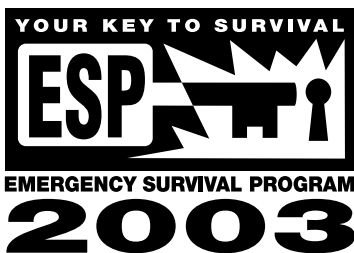
The January 2003 ESP Focus Sheet described how some recent floods, fires and earthquakes in Southern California have affected families and neighborhoods, businesses and schools.

In California, local government is the first to respond to emergencies. Additional personnel and equipment from neighboring cities and the counties may be available to assist your city or county if it needs additional firefighters, law enforcement personnel and other assistance.

After a damaging flood, fire, earthquake or other emergency, individuals, neighborhoods, businesses and schools might be on their own for at least 72 hours.

Your safety and that of your neighbors, children and co-workers may depend on how well the response teams in your neighborhood, workplace or children's school identify and use available resources.

The reverse side of this ESP Focus sheet provides tips on resources that response teams serving these groups can use before an emergency to increase preparedness. Future ESP focus sheets will provide additional information to help your community become better prepared.



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# M A R C H

## Planning

After a damaging flood, fire, earthquake or other emergency, individuals, families, neighborhoods, businesses and schools should be prepared to conduct the following activities for at least 72 hours:

- ☐ Provide food and water to those who don't have or can't access their own emergency supplies
- ☐ Provide basic first aid to those who are injured
- ☐ Conduct light search and rescue operations to locate and remove those who are trapped
- ☐ Assess obvious external damage to buildings and report information to local officials

- ☐ Listen to the radio for safety information from government officials
- ☐ Establish communications via Citizen Band radios, HAM radios, etc.

Members of your Planning Committee should review the questionnaires completed at the organizing meeting to identify people who can help in planning for and responding to emergencies. The table below lists persons who might be key resources.

Position	Family	Neighborhood	Business	School
Team Leader/ Block Captain	Head of household	Neighborhood leader	Owner	Principal
Training Leader	Parent	Teacher	Training Officer	Assistant Principal
Supplies/Resources Leader	As applicable	Retired military person	Inventory Chief or Accountant	Faculty or staff member
Hazard Reduction Leader	As applicable	Architect, Engineer, Contractor	Risk Manager, Safety Officer, Facility Manager	Risk Manager, Safety Officer, Facility Manager
First Aid Leader	As applicable	Retired doctor, Retired nurse	Health Officer, Nurse	Doctor, Nurse
Personnel Leader	As applicable	Human Resource Coordinator	Human Resource Coordinator	Secretary
Light Search and Rescue Leader	As applicable	As applicable	As applicable	As applicable

## Resources

Local fire, law enforcement, medical services and other personnel might be overwhelmed and unable to assist you after a damaging flood, fire, earthquake or other emergency, but they can help you prepare ahead of time to be self-sufficient. The American Red Cross and other volunteer agencies also can provide information about individual, family, neighborhood, business and school preparedness. Before the next emergency, contact these organizations about publications and videos that will help you prepare.

You also can ask these agencies about speakers and training on disaster preparedness and response. Involve experts from these organizations in any planning, training and exercises in which you are involved. Their observations and input will help improve your preparedness for response to an emergency. Addresses and phone numbers for these agencies and organizations are available in the white pages of your telephone directory.

In addition, the following agencies offer information through their web sites on the World Wide Web:

California Governor's Office of Emergency Services  
[www.oes.ca.gov](http://www.oes.ca.gov)

Federal Emergency Management Agency (FEMA)  
[www.fema.gov](http://www.fema.gov)

American Red Cross  
[www.redcross.org](http://www.redcross.org)

Los Angeles Community Emergency Response Team (CERT)  
[www.cert-la.com](http://www.cert-la.com)



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# ESP FOCUS

## Form Response Teams



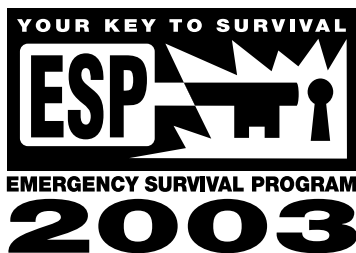
## Good Leadership is Key to Successful Response

A damaging flood, fire, earthquake or other emergency might overwhelm local fire, police, hospital and city personnel. As a result, your response teams might have to treat the injured, rescue those who are trapped and assess the damage to homes, neighborhoods, businesses and schools. This Focus Sheet includes tips on how to organize your neighborhood response team.

If your neighborhood, work place or school doesn't have an emergency response team, form one now. Your local emergency agency can give you helpful information.

Emergency response teams will operate best if they are organized and have good leadership. The Planning Committee can develop goals and objectives before the next emergency.

The committee should give a Block or Team Captain the authority to make decisions after an emergency. It's important, however, that the Block Captain work with other leaders and delegate assignments and responsibilities, as appropriate. To maintain control, no one person should directly supervise more than 5-7 people.



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# A P R I L

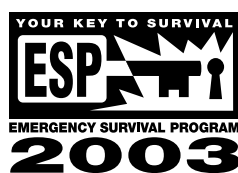
## Organizational Structure

Your organization can have several teams that are responsible for a particular aspect of preparedness and response. Each team should have a leader who reports to the Block Captain.

The Block Captain is responsible for setting priorities and coordinating the overall response.

The table below describes the responsibilities of key response teams.

Team	Responsibilities
Training Team	Coordinates and tracks training of team members.
Supplies Team	Obtains, distributes and tracks emergency supplies, tools and equipment.
Hazard Reduction Team	Identifies, reduces and eliminates hazards.
Light Search & Rescue Team	Locates and removes those who are trapped in buildings, vehicles, etc.
First Aid Team	Assesses and treats basic injuries until professional medical help is available.
Damage Assessment Team	Identifies structures with obvious structural damage.
Shelter Team	Pre-identifies housing and shelter options for displaced neighbors, employees, etc.



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# ESP FOCUS

## Provide Training



## Proper Training Could be the Difference Between Life & Death

Paramedics, firefighters and police will not be able to get to everyone immediately after a major disaster. This means you must be more self-sufficient. You must be able to respond quickly and correctly to a disaster, and this requires teamwork and training.

The success of your response may depend on your team's knowledge and skills. Properly trained members can make the difference between life and death by treating medical emergencies quickly, putting out small fires, searching for victims, rescuing those who are trapped and implementing safety procedures in your area.

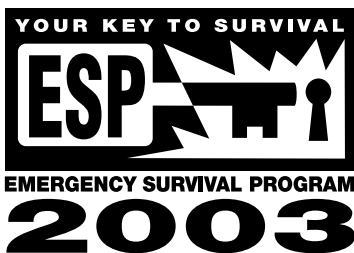
Team members should learn basic first aid and cardio-pulmonary resuscitation (CPR), as well as how to recognize hazards, assess damage and conduct light search and rescue.

The reverse side of this ESP Focus sheet provides a general overview of what your training should include and the sources available within your community. Use this information to help you implement a training program.

## Select a Training Leader

The Planning Committee should select a Training Leader. The Training Leader reports to the Block Captain and will:

- ☐ Determine training needs for each position and/or function.
- ☐ Look at the experience, training and needs of each person based on their assignments.
- ☐ Identify sources and organize training.
- ☐ Conduct drills and exercises.
- ☐ Keep a record of training and results of drills.



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**M A Y**

## Look at Training Needs

The Training Leader should find out who has training or experience in first aid and other functions. Each person's training needs depend on their functions in your response plan and the number of people you have available. At a minimum, everyone should receive training in first aid and cardio pulmonary resuscitation (CPR). Other areas of training include:

- ☐ Hazard identification and reduction
- ☐ Fire suppression
- ☐ Light search and rescue
- ☐ Damage assessment
- ☐ Communications (amateur radio)

Depending on the number of people on the emergency response team, the Training Leader might want to include everyone in training outside their assignment. This will provide the team with extra trained people in case someone is unavailable.

## Training Sources

You can probably find the following sources for training within or near your community:

- ☐ Chapters of the American Red Cross provide classes on first aid and CPR
- ☐ Home improvement stores may provide workshops on structural and nonstructural hazard reduction
- ☐ Local fire departments may provide classes on fire suppression and light search and rescue
- ☐ Local building and safety departments may provide training on damage assessment
- ☐ Local emergency agencies
- ☐ Local police and sheriff's departments
- ☐ Local Community Emergency Response Teams (CERT), Neighborhood Emergency Response Teams (NERT) or other community teams.

## Coordinate Training

The Training Leader can make training sessions part of regularly scheduled or special meetings. The leader also can link the training session with a particular theme or event. For example, training on fire suppression could be held during October when fire agencies host fire preparedness fairs to commemorate "National Fire Prevention Week". Your leader also might consider organizing training sessions with response teams from other organizations.

## Test Skills through Training

The Training Leader should plan drills to see if the training has been helpful. These drills might be as simple as asking members of the First Aid Team to practice first aid on mock victims, members of other teams to practice operating fire extinguishers with the assistance of your local fire department or fire extinguisher servicing company, and members of the Damage Assessment Team to view photos from previous floods, fires and earthquakes to learn the difference among light, moderate and heavy damage.

## Track Training

The Training Leader should use a form similar to the one below to track the training received by each team member.

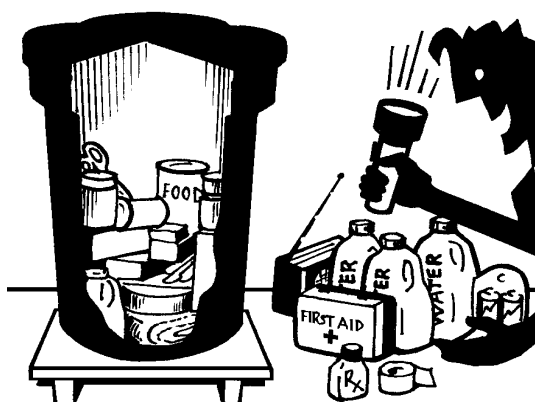
Training Record	
Name: _____	
Position: _____	
Training	Date Completed
<input type="checkbox"/> First Aid/CPR	_____
<input type="checkbox"/> Fire Suppression	_____
<input type="checkbox"/> Light Search and Rescue	_____
<input type="checkbox"/> Damage Assessment	_____
<input type="checkbox"/> Communications	_____
<input type="checkbox"/> Supplies	_____
<input type="checkbox"/> Shelter	_____
<input type="checkbox"/> Hazard Reduction	_____



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# ESP FOCUS

## Update Emergency Supplies



## Water and Supplies will be in Demand After an Emergency

It might be very hard to get water, emergency supplies and equipment after a major flood, fire, earthquake or other emergency because they might be in great demand. Having enough supplies for at least 72 hours is the next step in preparing your home, neighborhood, business and school.

The reverse side of this ESP Focus sheet features a list of supplies you should have. Future focus sheets will examine other aspects of developing a preparedness and response program for your community.

## Select a Supplies Team

After the organizing meeting has been held, the Block Captain and the Planning Committee should select a leader for and members of the Supplies Team. The April ESP Focus sheet provided tips on how to organize an emergency response team. The table below lists some of the people who could serve on a Supplies Team in your community.

	Supplies Leader	Team Members
Home/ Neighborhood	Family member/ neighbor	Family member/ neighbor
Business	Purchasing Supervisor	Accounting staff/ Purchasing staff
School	Purchasing Supervisor	Accounting staff/ Supplies staff

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J U N E

## Inventory Available Supplies

The Supplies Team makes sure that there's an adequate amount of food, water and other supplies for your family, neighborhood, work place or school.

Before the next flood, fire, earthquake or other emergency, the Supplies Team should find out which of the supplies listed below are readily available and obtain those that are needed.

Home/Neighborhood	Business	School
Drinking Water	Drinking water	Drinking water
Water for hygiene, cooking, pets	Water for hygiene and cooking	Water for hygiene and cooking
Nonperishable food, pet food	Nonperishable food	Nonperishable food
First aid books and supplies	First aid books and supplies	First aid books and supplies
Flashlights, radios, extra batteries	Flashlights, radios, extra batteries	Flashlights, radios, extra batteries
Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel	Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel	Search and rescue tools, including an adjustable wrench, crowbar, axe and shovel
Emergency generator and fuel	Emergency generator and fuel	Emergency generator and fuel
Battery-powered radios	Battery-powered radios	Battery-powered radios
Space blankets	Space blankets	Space blankets
Bullhorns and hard hats	Bullhorns and hard hats	Bullhorns and hard hats
Fire extinguishers	Fire extinguishers	Fire extinguishers
Thick work gloves	Thick work gloves	Thick work gloves

## Store Supplies

The Supplies Team is also responsible for storing supplies in locations that are secure and easy to reach. Possible options include backpacks, duffel bags, cabinets, cargo containers, trunks and other containers, including those equipped with wheels.

**Purchasing or obtaining equipment:** Because obtaining important supplies, tools and equipment may be costly, your team may want to consider creative ways of getting them. These include purchases financed by donations or through fundraisers and donations from neighborhood stores.

**Distributing and keeping track of supplies during the emergency:** The Supplies Team is also responsible for making sure those who need supplies such as food and water get them and that members of the Light Search and Rescue, Damage Assessment, First Aid and other teams are properly equipped. It is also responsible for replacing used supplies and making sure tools, equipment and unused supplies are returned.

## Safety Tips

- ☐ Maintain at least a three-day supply of food.
- ☐ Store at least a three-day supply of drinking water (one gallon per person, per day).
- ☐ Use clean plastic containers to store water. **Do not** use bleach bottles.
- ☐ Store water in cool, dark and dry places, separated from other emergency supplies to prevent leaks and spoilage.
- ☐ Label the date of purchase on food items that are not marked with an expiration date.



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# ESP FOCUS

## Reduce Hazards



### Fewer Hazards = Fewer Injuries + Less Damage

The majority of injuries caused by fires, floods, earthquakes and other emergencies can be prevented. Your emergency response teams can do their share by forming a Hazard Reduction Team.

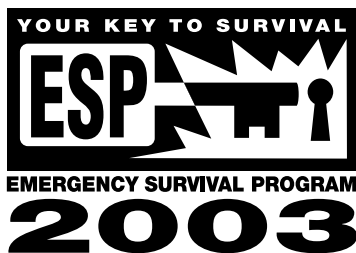
This ESP Focus sheet provides basic information about identifying and reducing hazards. Future focus sheets will provide basic information on other aspects of creating a preparedness and response program.

### Select a Hazard Reduction Team

The Planning Committee can start the hazard reduction effort by selecting members of the Hazard Reduction Team and a leader. Members of the team can include architects or engineers, building inspectors, contractors, electricians, plumbers, etc.

### Hazard Identification

The primary responsibility of the Hazard Reduction Team is to identify, reduce and eliminate potential hazards in their areas of expertise. The team can start by conducting a thorough hazard hunt to identify and prioritize structural, nonstructural and environmental hazards.

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# J U L Y

## Common Hazards

**Structural damage** resulting from a flood, fire, earthquake or other emergency can cost tens of thousands of dollars to repair. **Nonstructural hazards** can cause serious injuries and result in

millions of dollars in property losses. Identifying and eliminating such hazards can prevent much of the potential damage. The table below lists common flood, fire and earthquake hazards.

Flood	Fire	Earthquake
<p>Debris, overgrowth from on-site drainage areas</p> <p>Debris and overgrowth in public drainage areas</p> <p>Canyon, hillside and mountain areas</p> <p>Cracked or bulging slopes, snow, ice</p> <p>Tilted trees</p> <p>New holes or bare spots on hillsides</p> <p>Downed power lines</p> <p>Swollen streams, rivers, or other waterways</p>	<p>Dry grass, brush and leaves</p> <p>Debris on roofs, in gutters and spouts</p> <p>Dead limbs over roofs and within 10 feet of chimneys</p> <p>Lower limbs within six feet of the ground on all trees 18 feet or taller</p> <p>Weak, dead and leaning trees</p> <p>Plants, shrubs and trees near power lines</p> <p>Gas and propane tanks within 30 feet of structures</p> <p>Roofs constructed with wood shake or other combustible materials</p>	<p>Unreinforced masonry buildings</p> <p>Buildings that are not bolted to their foundations</p> <p>Soft/weak first story construction</p> <p>Weak or unbraced chimneys and cripple walls (cripple walls are the short wall and studs between the foundation and the floor)</p> <p>Room additions</p> <p>Inadequately braced balconies</p> <p>Beds or desks under or near windows</p> <p>Computers, stereos, televisions and other appliances that are not properly bolted or secured</p> <p>Glass, heavy objects on shelves</p> <p>Hanging plants or light fixtures that aren't secured</p> <p>Mirrors and pictures over beds and desks, etc.</p> <p>Propane tanks</p> <p>Tall pieces of furniture that aren't secured</p> <p>Cabinet doors that aren't latched</p> <p>Water heaters that aren't bolted or braced</p>

**Environmental hazards** also pose an injury and damage threat. Common environmental hazards include: overhead and downed utility lines, signs, trees, underground gas, sewage and water lines.

## Prioritize and Reduce Hazards

After the hazard hunt is complete, the Hazard Reduction Team should identify the hazards that pose the greatest threat to the occupants and develop a strategy to eliminate or reduce them. The Hazard Reduction Team should determine hazards that can be easily eliminated and encourage those who have the necessary skills to reduce them. The Planning Committee should work with representatives from local government and utilities to reduce the risk of injuries and damage from such environmental hazards as power, sewage, water and telephone lines. Contact your local emergency agency for more information on structural and nonstructural hazard reduction.



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# ESP FOCUS

## Learn Light Search & Rescue



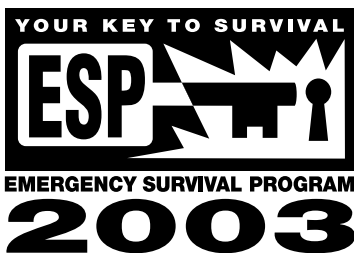
## You May Have to Help in Rescue Efforts

A damaging flood, fire, earthquake or other emergency in a heavily populated area may overwhelm emergency response agencies, leaving residents, communities, businesses and school employees to put out small fires, provide first aid and conduct basic light search and rescue operations.

**If members of your family, friends, coworkers or students were trapped behind doors, under debris or other heavy objects, could you help them without endangering them or yourself?**

Light search and rescue operations are designed to provide an initial search of a building or to locate victims with minor or no injuries and help them exit from lightly damaged buildings. Government teams with special equipment and trained search dogs may conduct secondary searches, particularly of moderately and heavily damaged structures, since they often locate injured or unconscious victims that untrained rescuers cannot see or hear.

Forming a Light Search and Rescue Team is the next step in preparing for future emergencies. The reverse side of this ESP Focus sheet provides tips on conducting light search and rescue.



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# A U G U S T

## Before the Next Emergency

The Planning Committee should select a leader and the members of the Light Search and Rescue Team. Once established, the Light Search and Rescue Team should:

- ☐ Prepare and frequently update a list of neighbors, employees, students, etc.
- ☐ Prepare a list of people with special needs and designate team members to check on them after the flood, fire, earthquake or other emergency.
- ☐ Train in basic light search and rescue. (Training in first aid and CPR is also recommended.)
- ☐ Determine signals such as red flags or "HELP" signs to indicate that help is needed and white flags or "OK" signs to indicate that help is not needed.
- ☐ Make sure that you have enough flashlights, work gloves, hard hats, sturdy shoes, ladders, crowbars, axes, sledge hammers and hand held radios or other communication devices.
- ☐ Obtain prior permission to search the homes of neighbors should they be presumed trapped.

## After the Emergency

After the emergency, members of the Light Search and Rescue Team should:

- ☐ Assemble team members; determine if anyone is missing.
- ☐ Check buildings for anyone who is missing.
- ☐ If entering a private residence, use caution as pets may be present.
- ☐ Make sure that designated team members check on people who have special needs, provide help or tell a member of the special needs team where they are and what they need.
- ☐ Keep a list of those who are missing.
- ☐ Keep a log of all homes, buildings and rooms searched. Note major or minor damage. Include each address, the date, if the home was OK or needed help, and the help provided.
- ☐ Clearly mark each building that has been searched as a "preliminary search" and include the lead searcher's name or organization, the date and time.

## Light Search and Rescue Guidelines

- ☐ Never search alone. Work with a partner. Plan your search; do not wander. Never use candles, matches or lighters, or switch on lights.
- ☐ Turn on flashlights before entering the building. Feel the top and bottom of each door with the back of your hand before you enter. Do not enter if it's hot. Open the door carefully if it is cool. Repeat this at every closed door.
- ☐ Watch for pets that may try to escape when you enter the building or another room.
- ☐ Check the door jams, walls and ceilings for cracks and splinters. Also check for other hazards. Broken glass and bowed structures, including windows, could mean that the building may fall down. Do not enter if it appears unsafe. Prepare for aftershocks if an earthquake has occurred.
- ☐ While you're in the entry way, sniff for the odor of natural gas. If you smell gas or hear it hissing, locate the gas line and turn off the gas. Open the front and back doors and as many windows as possible without going inside. Enter the building only when the odor of gas is gone.
- ☐ While still in the entry way, loudly call out, "Is anyone here?" Listen for an answer. If someone answers, ask where they are and the type of help needed. If you don't hear anything, ask that anyone trapped make some kind of noise. Listen for cries, moans, thumping, banging or other signs that someone needs help.
- ☐ If it's dark, slowly sweep each room with your flashlight before entering. Check the floor and ceiling for holes, falling beams, glass, and other hazards.
- ☐ Search each room carefully. Check under beds and stairs, behind furniture, inside closets, bathtubs and showers. Stay with your partner and communicate often.
- ☐ Maintain contact with the wall, if it's dark. Always follow the wall to return to the original door in case you become confused about where you are.
- ☐ If you find an injured person, determine, to the best of your ability, the nature of his or her injuries. Do not move a person whose arm or leg is under a heavy object; immediately seek qualified first aid and advanced life-support assistance if he or she cannot move on his or her own.

This Focus sheet was adapted from the OES publication *"Organizing Your Neighborhood for Earthquake Preparedness."*



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# ESP FOCUS

## Learn First Aid and CPR



## You May Have to Treat Family, Neighbors or Others

The Northridge earthquake caused disruptions at several Southern California hospitals.

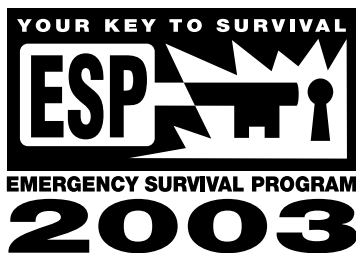
Thirty-two of the 142 acute care hospitals in Los Angeles County and two of the eight in Ventura County were damaged by the magnitude-6.7 quake. Damage at five L.A. County hospitals was so bad, they were closed for several days and patients were evacuated.

A damaging flood, fire, earthquake or other emergency could damage hospitals, clinics and other medical offices that serve your community.

The emergency also could injure doctors, nurses and others who normally treat you.

As a result, you might have to treat family members, friends and co-workers for cuts, scrapes and other minor injuries.

Include a First Aid Team as part of your emergency response team. The reverse side of this ESP Focus sheet provides information on forming a First Aid Team and providing first aid. Help your community when it's needed most by forming a First Aid Team and providing members with up-to-date training.



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S E P T E M B E R

## Select a First Aid Team

The Planning Committee should work with the Block Captain to select a leader for the First Aid Team and members of the team.

The First Aid Leader can be a retired doctor or nurse or someone who is certified in first aid and cardio pulmonary resuscitation (CPR). (Retired health care professionals are preferable to active professionals since active professionals may be on duty at the time of the emergency or recalled to work.)

A background in health care isn't required, but residents assigned to this team should know basic first aid and CPR. Classes are available through your local chapter of the American Red Cross.

## Pre-Emergency Responsibilities

Before the next emergency, the First Aid Team should:

- ☐ Find the closest hospital, clinic or other health care facility.
- ☐ Learn about that facility's disaster plan.
- ☐ Pick a site for post-emergency injury evaluation and treatment.
- ☐ Work with the Transportation Team to plan how to take seriously injured victims to hospitals and other medical facilities.
- ☐ Get first aid handbooks and train members of the team in first aid and CPR.
- ☐ Ask everyone to store extra eye glasses, medications and copies of their prescriptions.
- ☐ Work with the Supplies Team to obtain large quantities of first aid supplies for your organization.
- ☐ Ask everyone in the neighborhood to keep their medications together with a list of their conditions in their refrigerator and to place a note on the refrigerator door.
- ☐ Ask everyone to obtain and maintain their own first aid kits.
- ☐ Schedule "refresher" training sessions annually.

## Post-Emergency Responsibilities

After the emergency, members of the First Aid Team should:

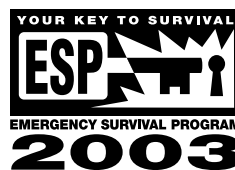
- ☐ Meet at the designated location for assignments.
- ☐ Find and treat injured persons (team members should try to call an ambulance or the nearest hospital if the victim appears to have a serious injury; if the medical facility is open and the victim can be moved, team members should transport the victim to the hospital).
- ☐ Transport people with minor injuries to your designated first aid station and treat the victims.
- ☐ Help people who appear to be traumatized.
- ☐ Make a form that includes vital information and write down all activities (e.g. "sent Mrs. Jones to General Hospital for treatment of broken arm").

## Creative Solutions

During your response, the First Aid Team should be prepared to treat those with breathing problems, cuts from flying or broken glass, sprained or broken bones, shock and other injuries.

If there's a shortage of first aid supplies and equipment, the First Aid Team might have to find creative ideas to treat people who are injured. They include using:

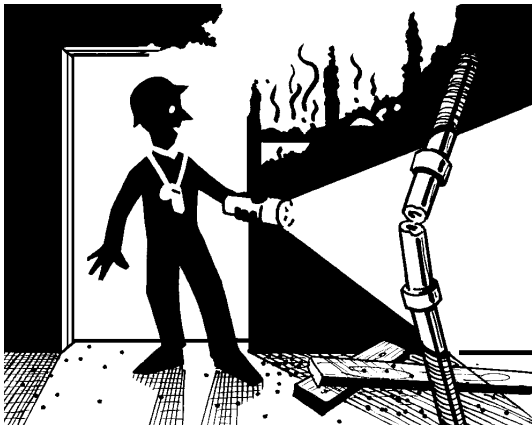
- ☐ Sheets, sanitary napkins and disposable diapers as bandages
- ☐ Rolled up magazines, broom handles and pillows as splints
- ☐ Doors or other large, flat objects as stretchers
- ☐ Aluminum foil, plastic wrap and blankets to provide warmth
- ☐ Plastic bags filled with ice cubes to reduce swelling and treat sprains
- ☐ Large plastic bags for sanitation



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# ESP FOCUS

## Assess the Damage



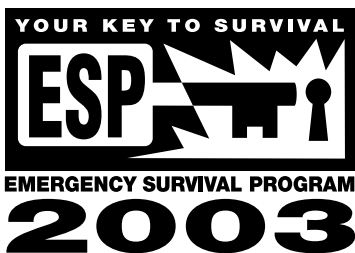
## You May Have to Determine the Safety of Your Home, Office or School

After a damaging flood, fire, earthquake or other emergency, determining the safety of homes, office buildings, schools and other facilities for immediate occupancy will be a major priority for local and state government.

If local cities and counties do not have enough architects and engineers from the private sector to evaluate the safety of buildings, the Governor's Office of Emergency Services (OES) will coordinate the deployment of architects, engineers and building officials from cities and counties outside the impacted area to assist.

Deployment takes time, though, and your home, neighborhood, office building or school may contain unknown hazards. You should form a Damage Assessment Team to identify structures with obvious exterior damage. This is the next step in preparing and can help save lives and reduce injuries. An effective Damage Assessment Team will help reduce the number of hazards and injuries to family members, neighbors, co-workers and students.

The reverse side of this ESP Focus sheet provides information on developing a Damage Assessment Team. Future ESP Focus sheets examine other issues related to preparedness.

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# O C T O B E R

## Select a Damage Assessment Team

After the questionnaires have been reviewed, the Planning Committee and Block Captain should select members of the Damage Assessment Team and a team leader.

The Damage Assessment Leader should have training as an architect, engineer or contractor. Members of the team should have, but do not necessarily need, similar training and backgrounds.

## Pre-Emergency Responsibilities

Before the next fire, flood, earthquake or other emergency, the team leader and members of the Damage Assessment Team should:

- ☐ Encourage home and building owners to note the current structural status of their building, including cracks, for later comparison.
- ☐ Survey buildings in the neighborhood to become familiar with different types of construction and potential hazards, as well as their current "pre-disaster" conditions.
- ☐ Develop an initial damage survey form for use during assessments. It should identify the following hazards:
  - ☐ Fires
  - ☐ Broken gas lines
  - ☐ Broken water lines
  - ☐ Fallen power lines
  - ☐ Buildings off their foundations
  - ☐ Buildings with collapsed walls or ceilings
  - ☐ Blocked or jammed doors
  - ☐ Toppled or cracked chimneys
  - ☐ Broken windows
  - ☐ Streets, driveways, lawns with large cracks
  - ☐ Trees that have fallen or might fall on a house or another building
  - ☐ Debris blocking the street

## Post-Emergency Responsibilities

After the emergency, the Damage Assessment Team should:

- ☐ Report to the designated meeting place for assignments (unless otherwise directed).
- ☐ Begin assessments, referring to a preliminary damage survey form like the one below.
- ☐ Determine obvious external damage only. Never enter a building that might be unsafe.
- ☐ Report the damage observed to appropriate authorities, insurance carriers, etc.
- ☐ Provide to the Shelter Team the addresses of buildings that are too dangerous to occupy.
- ☐ Urge everyone to inventory and document by photo or video, if possible, damages and losses.
- ☐ Direct those who reside in or occupy dangerous buildings to the Shelter Team.
- ☐ Remind everyone about the possibility of aftershocks if an earthquake has occurred.

## Initial Damage Survey Form

Date _____
Damage Assessment Leader _____
_____ Fires _____ Broken gas lines _____ Broken water lines _____ Downed power lines _____ Apts/houses off foundations _____ Apts/houses with collapsed walls or ceilings _____ Blocked or jammed doors _____ Toppled or cracked chimneys _____ Apts/houses with broken windows _____ Large cracks in streets, driveways _____ Fallen trees on houses _____ Other damage



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# ESP FOCUS

## Plan for Shelter



## You May Need a Place to Stay

The magnitude 6.7 Northridge earthquake on January 17, 1994 damaged more than 11,300 residential buildings, forcing almost 44,000 people into shelters set up by the American Red Cross and Salvation Army.

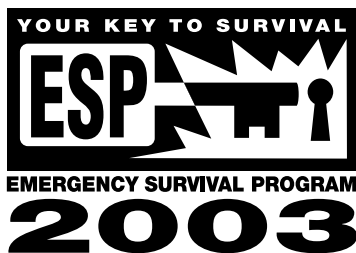
A large flood, fire or other emergency in a populated area could severely damage even more residential buildings.

What would residents of your neighborhood do for housing if their homes were uninhabitable?

What would you do if an earthquake or another emergency forced you and the people you know to remain at work or school for several hours or days?

This ESP Focus sheet provides information that will help you find other shelter options. Planning for emergency shelter is the next step in getting ready for future emergencies.

Future ESP Focus sheets will show other aspects of developing your emergency plan and response program.

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# N O V E M B E R

## Select a Shelter Team

The Planning Committee and the Block Captain should identify members of the Shelter Team.

The Shelter Team will be responsible for finding alternate shelter for those who are unable to remain in their homes, businesses or schools.

Before the next flood, fire, earthquake or other emergency, the Shelter Team should develop a strategy that identifies:

- ☐ A post-earthquake meeting place
- ☐ Potential Red Cross shelters
- ☐ Alternate modes of shelter
- ☐ Transportation sources

## Post-Emergency Meeting Places

The Shelter Team should identify a place where displaced people can meet after an emergency. The location can serve as a pickup point for those needing transportation to Red Cross shelters, relatives' homes or other housing sites. Possible meeting places include large open areas and large buildings that are unlikely to suffer damage.

## Red Cross Shelters

Congress has given the Red Cross the responsibility for establishing and operating shelters after disasters. It is important to note, however, that although the Red Cross has listings of designated sites for shelters, all of them might not be useable. After an earthquake, building inspections are necessary to ensure the structural integrity of each site prior to use. This process could take up to 72 hours. Once potential sites are selected by the Red Cross, communities will be notified through the media. Before the next emergency, your shelter coordinator should meet with your local emergency agency and Red Cross chapter.

## What to Expect at an ARC Shelter

The Red Cross provides mass shelter for disaster victims in such facilities as schools, churches and auditoriums. Resources provided by the Red Cross include:

- ☐ Meals
- ☐ Physical and mental health services
- ☐ Information
- ☐ Personal hygiene items
- ☐ Bottled water

Persons deciding to stay at a Red Cross shelter should be prepared to bring bedding, personal medications and other special needs items.

## Alternate Shelter Sites

Not everyone who is displaced will stay in a shelter setting. The Shelter Team should identify alternatives. Other possible housing sites might include:

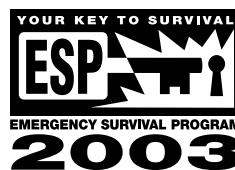
- ☐ Homes of relatives
- ☐ Unoccupied rooms in undamaged buildings
- ☐ Parking lots
- ☐ Playgrounds

## Facilities for Pets

Pets are prohibited from staying in Red Cross shelters. The Shelter Team should work with representatives of your local emergency agency, Department of Animal Regulation, Humane Society or Society for the Prevention of Cruelty to Animals to identify pet shelters.

## Transportation Sources

The Shelter Team should identify those who might not be able to transport themselves to a shelter. The team also should develop and maintain a list of persons who can provide transportation.



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# ESP FOCUS

## Plan Your Drill

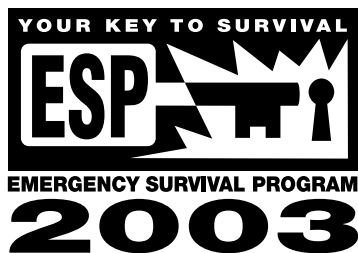


## Practice Makes Perfect

How will your response team perform when a flood, fire, earthquake or another emergency occurs? How well does your plan identify skilled and trained personnel, equipment, supplies, etc, in the event of a disaster? Does everyone on the team understand his or her role and responsibilities?

One way to find out how well your plans and procedures are going to work is to practice them! Plan a drill based on a make-believe flood, fire, earthquake or other disaster. Testing your plans this way will help you identify and correct any weaknesses before a real emergency occurs.

This ESP Focus sheet provides guidance for planning your own drills. Testing your team's response and correcting weaknesses is the next step in preparing and might save lives in the next flood, fire, earthquake or other emergency.

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# D E C E M B E R

## Planning Drills

While members of your response team receive training in their assignments and work on their pre-emergency tasks, the training coordinator should begin planning a drill. A drill allows your team to practice your plan.

The drill should be designed to provide participants with experience in their roles before a real emergency, increase the confidence of participants and identify weaknesses in your plan.

## Tabletop Drill

Start by planning a tabletop drill. The tabletop will be based on a simulated earthquake or another disaster determined by the Planning Committee and will include problems that team leaders and their personnel are likely to face.

To conduct the tabletop:

- ☐ Assemble participants around a table or in the same room.
- ☐ Distribute printed copies of the scenario.\*
- ☐ Read the scenario aloud.
- ☐ Read each problem, one at a time.
- ☐ Encourage each team to respond as completely as possible to each question.

As solutions and alternatives are discussed and evaluated, remind participants that comments are designed to identify problems and are not meant to criticize an individual person.

## Functional Drill

The next step is planning your functional drill. Functional drills provide an opportunity for the members of your response team to practice their assignments, including make-believe searches, treatment of victims and the actual completion of applicable checklists.

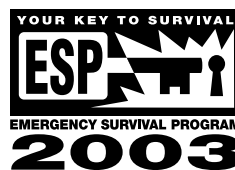
*\* A written description of a simulated earthquake or another disaster that is used for tabletop drills is called a scenario.*

## To Conduct an Effective Drill:

- ☐ Add new and more challenging problems to the scenario used in the tabletop.
- ☐ Set up separate drills for each function or team. For example:

Date	Function or Team
Jan. 19	First Aid and Medical
Apr. 24	Damage Assessment
July 27	Light Search and Rescue
Oct. 5	Shelter

- ☐ Explain the purpose and ground rules of the drill.
- ☐ Read the scenario aloud.
- ☐ Distribute packets containing new or additional information to be opened at designated times.
- ☐ Instruct participants to follow procedures outlined in their packets.
- ☐ Instruct participants to dress in appropriate gear, refer to applicable checklists and carry out their post-emergency functions.
- ☐ Begin the drill.
- ☐ Complete the drill when tasks are complete or after an hour.
- ☐ Designate experienced people to observe and evaluate your drill for strengths and weaknesses.



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